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ABSTRACT

A questionnaire was sent to each of California's 58 county offices of education as a means of obtaining information about the services offered by the professional education libraries to local educators. Of the 43 counties which replied, 36 offered some kind of services, but there was a great deal of variety in both their nature and extent. Most of these county professional libraries employed professional library personnel, but their duties and salaries differed widely. Total operating budgets ranged from $2400 to $321,000 depending upon the kinds of services offered and on whether the professional library was a distinct entity or was merged with another agency. Collections were generally found to be small, with curriculum guides the most common materials and non-print media conspicuous by their absence. Users and conditions of use were varied and, finally, increasing numbers of developing library networks were noted. San Mateo's Educational Resources Center (SMERC) was found to be particularly active and significant in this respect. (PB)

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A SURVEY OF PROFESSIONAL LIBRARY SERVICES IN CALIFORNIA COUNTY OFFICES OF EDUCATION

A Research Paper

Presented to

Department of Librarianship

California State University, San Jose

In Partial Fulfillment

of the Requirements for the Degree

Master of Arts

by

Susan E. Choi

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Chapter 1

INTRODUCTION

The village all declared how much he knew;
'Twas certain he could write, and cipher too;
Lands he could measure, terms and tides pressage,
And even the story ran that he could gauge.

In arguing too, the parson owed his skill,
For even though vanquished, he could argue still;
While words of learned length and thundering sound,
Amazed the gazing rustics ranged around;

And still they gazed, and still the wonder grew,
That one small head could carry all he knew.

The Deserted Village,

Oliver Goldsmith (1728-74)

The schoolmaster in times past was looked on with amazement by the illiterate villagers' because he could read and cipher. He wasn't expected to continue his learning or to keep up with the literature in his field. He was so far advanced that the villagers would never reach him. It was also hard to find out what was happening in the field of education because little was being published and what was published was not widely distributed.

This has all changed. Today the pace of knowledge is advancing so fast no one person can keep up with it in even one field. The modern educator is expected to be aware of the newest advances in both the field of education

and that of his own field of specialization. One of the resources available to the modern teacher is the professional library, also known as the curriculum library or teachers' library (in this paper the term professional library will be used). This library collects materials of interest to teachers such as: curriculum guides and courses of study, professional books in education and the subject areas, pamphlets, sample textbooks and instructional materials and professional education journals.

The professional library serves both the inservice teacher and the student teacher in addition to the administrator by giving them information on the most recent advances in education, the newest products and controversies, the basic issues in education and practical, helpful ideas for classroom use. These professional library collections are sometimes found in individual schools, more often in district offices and in many of the county offices of education.

The legal basis for the establishment of the teachers' professional library in California lies in the Education Code:

> Establishment and Operation of County Teachers' Library
>
> 891.4 (a) The county superintendent of schools may establish a county teachers' library and expend from the county school service fund such amounts as are necessary for the purchase of books therefor and for the payment of the necessary expenses of maintenance thereof.
>
> (b) If there is a county library in any county, the county superintendent of schools may

> enter into an agreement with the county library for the transfer to it of all books and other property belonging to the county teachers' library and may order such sums to be transferred from the county school service fund as are necessary for expenditure for the purchase and maintenance of books of professional interest to teachers. Thereupon the teachers' library shall be administered as a part of the county library.[1]

This survey is an attempt to find out what professional library services are currently offered by the county offices of education in California. The literature treats some aspects of the professional library as in School Libraries in California by Marvin Howell which does give the number of professional materials in county school libraries.[2] This report was published in 1968 and deals only with those counties that maintain a school library system. It does not include those counties which may maintain a professional library but not a school library service. Very little other information is given regarding the professional library.

The School Library: A Force for Educational Excellence, by Ruth Ann Davies treats the professional library at the school level and gives a checklist for "Professional

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[1]California, Laws, Statutes, etc. Education Code, (Sacramento, California: California State Department of General Services, Documents Section, 1971), p. 103.

[2]Marvin Howell, School Libraries in California (Sacramento, California: California State Department of Education, 1968), p. 144.

Library Resources"[3] which lists different subject areas that should be included in a professional library collection.

Several collections of school library standards have been published by various agencies which treat the professional library also, but most of these only treat the professional collection as part of a school building library. The 1967 Standards for the Development of School Library Programs in California states,

> The curriculum library collection of professional library materials for preservice or inservice education may be located at several levels: at the district instructional material center; at a county or regional center; or at a teacher training institution.[4]

Standards are then given based on the number of potential users rather than just one absolute figure for all cases. The 1970 Standards for the Development of School Media Programs in California makes no mention of the professional library collection at all.

The only book which deals entirely with the professional library is The Teachers' Library: How to Organize It and What to Include. This book is essentially a bibliography of materials to be included in the professional

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[3]Ruth Ann Davies, The School Library: A Force for Educational Excellence (New York: R. R. Bowker Co., 1969), p. 80.

[4]California Association of School Librarians and Audio-Visual Education Association of California, Standards for the Development of School Library Programs in California (n.p.: California Association of School Librarians, 1967), p. 10.

library. The book also gives case studies of professional libraries at various levels in education; school, district and county.[5]

Two items which deal with the county office of education, The Future of the Intermediate Unit in California and The Flexible Intermediate Unit in California mention instructional materials centers but not professional libraries. The former states that instructional materials should be close to the students and does recognize school library services, but not professional library services.[6] The latter describes various areas of cooperation between counties such as sixteen cooperative projects which deal with instructional materials, but no mention is made of professional library activities.[7]

As can be seen from the literature, little has been written concerning the professional library, especially the professional library as it exists in California today.

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[5]American Association of School Librarians and the National Commission for Teacher Education and Professional Standards, The Teachers' Library: How to Organize It and What to Include (Washington, D.C.: National Education Association, 1966), pp. 17-32.

[6]Committee of Ten, The Future Role and Function, Size, Structure, and Organization of the Intermediate Unit in California (n.p.: California Association of County Superintendents and County Boards of Education Section of the California School Boards Association, September 1966), pp. 39-41.

[7]Glenn W. Hoffman, The Flexible Intermediate Unit in California A Study of Regional Educational Activities Performed Cooperatively by County Offices of Education (n.p.: Committee of Ten, 1966), p. 125.

This survey is an attempt to describe the current state of the professional library in the California county offices of education. Data was received through the use of a questionnaire sent to all 58 county offices of education in California. The questionnaire is appended to the end of this report along with a list of the people to whom the questionnaire was sent. No on-site visits or interviews were held.

Chapter 2

THE SURVEY

This survey was limited to California county offices of education and to those services described above as professional library services. In those cases where the professional library is a part of another service such as an instructional materials center or school library it becomes difficult to separate that which is part of one service and not the other. There are several cases where separation is impossible and in these cases both services were reported. There is no one form of organization for the professional library and its other related library services. Thus, it is difficult, if not impossible, to directly compare and evaluate one county's services with that of another. No attempt will be made in this paper to do so, instead this survey will only show what is being done and point up the diversity of services provided.

Questionnaires were sent to all 58 county offices of education in California on May 1, 1973. Replies were received from 43 counties. These counties are listed in Table 1, page 8.

Of the 43 counties responding, seven did not provide professional library services to their teachers. They

are: Placer, San Benito, Santa Cruz, Sierra, Trinity, Yolo and Yuba. It should be noted that these are mostly smaller counties with little in the way of resources or patrons to be served. Several have also contracted with a neighboring county for library and/or film services.

Some of the counties which did not reply to the survey have good professional library services and it is too bad they must be excluded from this paper. The results of this survey are based on only a portion of the actual county professional libraries that exist in California and must be viewed as such.

Table 1

Counties Not Responding to Questionnaire

Alpine	Kings	San Diego
Amador	Los Angeles	Solano
El Dorado	Merced	Stanislaus
Humboldt	Modoc	Sutter
Kern	Sacramento	Tulare

Budget

A glance at the budgets for the counties reveals the wide range existing between the counties. Part of the explanation for this could lie in the fact that often the professional library is part of a larger body. Either, it is a part of the film service of part of a school library service. Table 2, page 9 gives several items from the budget information received and shows whether the professional library also serves a school library function.

TABLE 2

PROFESSIONAL LIBRARY BUDGETS 1972-73

Name of County	School Library	Total Budget	Books	Magazines/ Memberships	Supplies
Alameda	no	59,131	4,000[a]	1,125[b]	500
Butte	yes	--	25,000	600	8,500
Calaveras	yes	15,934[c]	300	100	250
Colusa	yes	21,000[d]	7,000	--	500
Contra Costa	yes	--	3,000	2,500	500
Del Norte	yes	27,251	4,000[j]	--	--
Fresno	yes	180,255	70,306	1,100	4,000
Glenn	yes	--	4,500	450	700
Imperial	no	4,946	675	650[j]	--
Inyo	yes	--	500	200	--
Lake	yes	24,531	4,000	--	1,500
Lassen	yes	39,473	2,000[e]	800	870
Madera	yes	14,393	817	280	986
Marin	no	2,400	1,400	900	100
Mariposa	yes	--	1,445	--	600
Mendocino	yes	51,708[d]	13,122	4,026	--
Mono	yes	no figures given			
Monterey	yes	25,200	3,500	1,200	500
Napa[f]	yes	--	--	--	--
Nevada	yes	no figures given			
Orange	no	44,832	4,050	2,750	500
Plumas	yes	15,000	1,300	100	100
Riverside	no	51,750	7,000[g]	--	1,000
San Bernardino	no	no figures given			
San Francisco	no	25,430	1,500	3,500	666
San Joaquin	yes	6,716	2,000	1,200	--
San Luis Obispo	yes	10,000	2,292[h]	500	400
San Mateo	no	78,827	11,000	14,000	1,500
Santa Barbara	yes	102,661	27,258	2,342	2,500
Santa Clara	no	11,501	1,200	1,600	600
Shasta	yes	49,234	13,550	450	825
Siskiyou	yes	29,180	7,000[g]	--	1,500[i]
Sonoma	yes	321,034	3,000[g]	--	--
Tehama	yes	--	1,200	80	--
Tuolumne	no	500	500[j]	--	--
Ventura	yes	no figures given			

a. Includes books and magazines.
b. Memberships only.
c. Total reflects both school and professional library services, individual categories are for professional library only.
d. Both school and professional library services included in all figures.
e. Professionallibrary books only.
f. Library consultant does not know budget. All ordering done by Assistant Superintendent of Schools
g. Books are combined with Magazines/Memberships
h. Books and equipment combined.
i. Supplies and equipment combined.
j. Includes all remaining categories are combined.

In requesting information on the library budget it was requested to give only the budget for the professional library and not the other services which may be joined with it. However, when the different services were so integrated that separation was difficult, then the total figure could be given. Comments were asked for, but not always given. Notes to Table 2 give information about the figures where this information was known.

The categories given in the questionnaire were general and most of the budgets fit into them. Some counties used variations in the headings and this is also explained in the notes to Table 2.

Overall the amount spent on professional library books is low. Of the 30 which reported a figure in this category, 11 spend $2,000 per year or less.

Personnel

Most libraries reported at least a part-time professional on their staff. Six counties report no professional librarian at all and five counties have only a part-time librarian who works from one-tenth to six-tenths of the time in the professional library. Table 3, page 11, shows the number of personnel in each professional library both professional and subprofessional.

Titles for both professionals and clerical personnel varied as did the salaries assigned to them. Table 4, page 12, shows professional job titles, the minimum requirements

and the salaries reported for them. The range is great.

Table 3

Professional Library Staff

Name of County	Number of Staff	Professional Staff	Clerical Staff	Temporary Part Time
Alameda	4	1	3	1
Butte	6	2	4	2
Calaveras	2	1	1	0
Colusa	1.5	.5	1	3
Contra Costa	5	2	3	4
Del Norte	3	1	2	0
Fresno	1	1	0	0
Glenn	2	1	0	0
Imperial	.5	0	0	.5
Inyo	none reported			
Lake	1.6	.6	1	1
Lassen	3	1	2	0
Madera	2	1	1	2
Marin	.5	0	0	.5
Mariposa	2	1	1	1
Mendocino	3	1	3	1
Mono	4	1	3	0
Monterey	3.1	.1	3	0
Napa	1	1	0	0
Nevada	.3	.2	.1	0
Orange	3	1	2	1
Plumas	1	1	0	2
Riverside	2.5	1.5	1	0
San Bernardino*				
San Francisco	2	1	1	1
San Joaquin	.5	0	.5	
San Luis Obispo	1	.5	.5	0
San Mateo	4	1	3	5
Santa Barbara	5	1	4	3
Santa Clara	1	0	1	1
Shasta	4	1	3	0
Siskiyou	3	1	2	0
Sonoma	14	2	12	4
Tehama	0	0	0	1
Tuolumne	0	0	0	1
Ventura	8	?**	5	0

* San Bernardino County has an uncataloged collection of professional books, but no formal professional library.

** Ventura County gave no information about the professionals employed.

A curriculum assistant requiring a credential is at the lowest end with an annual salary of $7,500 while the Coordinator of Library Services reaches $21,000. The median range is $12,000 to $16,000.

Table 4

Professional Job Titles, Requirements and Salaries

Job Title	Requirements	Salary Range
Assistant Librarian	B.A.Degree	$ 8,920 $12,320
Consult.Lib. Services	Credential	13,000 17,000
" Instruct. Materials	- - -	- - -
" Schl.Media Services	B.A. + Cred.	13,050 14,000
Coordinator, Lib.Resources	M.A.Degree	21,000
" Library Services	M.A.Degree	15,000
"		21,000
"		13,000 18,000
"		16,870 18,890
" Professional Library	M.A.Degree	16,250 19,750
" Schl. Library Serv.	M.A.+Admin.Cr.	19,660
County Librarian	B.A.+Cred.	9,000 14,000
" Schools "	M.L.S. or Cred.	8,900 16,000
" " "		10,000 15,000
" " "		10,640 15,140
" " "		13,370
Curriculum Assistant	Credential	7,500
Curriculum Coordinator	Admin. "	17,000 20,000
Director	Ph.D.	20,000
Director, Instruct.Materials	M.A.Degree	12,000 17,000
"		17,580 19,600
" of Library Services	B.A.+Cred.	- - -
District Librarian	M.A.+Cred.	12,490
Librarian	B.A.	- - -
"	B.A.+Cred.	8,000 16,000
"	B.A.+M.A.	17,000
Librarian in charge	Cred (ed + lib)	16,070
Library Consultant	- - -	10,000 15,000
Research Librarian	Credential	17,000

The variety of titles is even greater in the sub-professional range. Variations of the same title are

numerous as illustrated in Table 5, page 14. The simple clerk is at various times a library clerk, a media clerk, a professional library clerk or a school library clerk. Salary ranges for the same title are even greater than in the professional field. The library technician can be paid anywhere from $5,000 to $10,140 depending on where she is employed. In the total clerical realm the salary ranges from $4,500 to $10,140. The median range for clerical positions is $5,540 to $7,360.

Materials

The range of services existing can best be described by the amounts and types of materials handled in the libraries. Table 6, page 15, gives the results of the questionnaire regarding the different kinds and amounts of materials reported by each county. As can be seen by the Table, those counties providing school library services maintain a large inventory of school library books. None of the professional library collections is as large as those of the larger school library collections. The smallest number of school library books reported is 3,000 which is also the median number of professional library books reported. This difference is in part due to the number of users. There are obviously more students to serve than there are teachers and administrators.

Curriculum guides were a part of most collections but the degree of participation varied greatly. Some

Table 5

Clerical Job Titles and Salaries

Job Title	Salary Range	
Assistant to Coordinator	$7,120	
Bookmobile Driver/Clerk	6,670	$8,110
"	2.75/hr.	
Clerk	2.65/hr.	
"	4,500	6,500
"	5,350	6,500
Clerk II	5,500	7,500
Clerk III	6,000	8,000
Delivery Man	6,000	8,000
Instructional Materials Manager	3.23/hr.	
Intermediate Clerk	6,060	7,520
Intermediate Typist Clerk	5,540	6,730
Library Assistant	5,260	6,260
" "	5,760	7,000
Library Assistant I	5,360	6,520
Library Assistant II	5,770	7,000
Library Clerk	2.00--2.90/hr.	
" "	4,500	6,700
" "	4,590	5,640
" "	4,930	6,000
Library Clerk II	5,480	6,670
Library Clerk III	5,100	6,200
Library Helper	4,800	5,700
Library Technical Assistant	6,820	8,820
Library Technician	5,000	6,500
" "	6,000	7,500
" "	6,870	10,140
" "	7,512	
" "	9,190	
Media Clerk I	6,170	8,800
Media Clerk III	5,390	7,680
Professional Library Clerk	6,190	7,520
Publications/Graphics	5,000	10,000
School Library Assistant	7,220	8,870
School Library Clerk	5,500	7,300
Secretary	5,000	7,000
"	5,500	6,680
Senior Clerk	7,000	8,530
Senior Typist Clerk	6,420	7,800
Typist Clerk II	6,670	8,350

TABLE 6

PROFESSIONAL LIBRARY COLLECTIONS

Name of County	Professional Books	Curriculum Guides	State Texts	Supplementary Texts	School Library Books	Journals
Alameda	10,921	8,927	1,100	6,765	--	11,588[a]
Butte	2,780	few	1 set	200	88,420	30
Calaveras	3,322[b]	--	--	--	17,018	30
Colusa	315	--	--	--	34,555	--
Contra Costa	10,000	300	1 set	3,000	--	225
Del Norte	15,000 - 20,000 (Total collection)					30
Fresno	12,000	1,000	270,000[c]	--	285,000	100
Glenn	800	200	1 set	--	22,000	50
Imperial	2,142	3,840	720	1,056	--	20
Inyo	975	825	all	--	--	35
Lake	1,000	4	--	--	33,000	15
Lassen	4,000	300	300	2,400	40,000	117
Madera	3,022	--	--	600	110,996	27
Marin	3,000	--	3 sets	--	--	85
Mariposa	750	--[d]	--	--[e]	13,000	18
Mendocino	10,000	--	--	--	90,000	10
Mono	600	100	580	--	10,000	35
Monterey	2,500	50	--	200	50,000	100
Napa	700	--	365	730	35,000	45
Nevada	100	25	2 sets	50	--	--
Orange	8,000	2,000	1 set	--	--	250
Plumas	400	20	--	--	3,000	12
Riverside	6,000	7,000	--	1,000	--	120
San Bernardino	200	50	1 set	500	--	--
San Francisco[f]	--	--	--	--	--	--
San Joaquin[g]	--	--	--	--	--	--
San Luis Obispo	3,300	150	1 set	200	33,500	76
San Mateo	9,950	2,900	2,000	1,350	--	740
Santa Barbara	12,137	some	--	many	127,272	55
Santa Clara	3,400	1,400	1 set	3,850	--	162
Shasta	1,500	--	--	--	88,763	80
Siskiyou	1,100	6	--	--	24,396	19
Sonoma	4,000	100	100	50	250,000	100
Tehama[g]	--	--	--	--	--	--
Tuolumne	500	15	1,000	1,000	--	20
Ventura	5,200	--	--	--	110,796	90

a. This figure seems a bit large. It may be the number of volumes held by the library (titles x years).
b. The figure for professional books also includes the curriculum guides.
c. Includes state texts and supplemental texts.
d. Holdings were reported as being "adequate".
e. Holdings were reported as being "current".
f. One page was missing from their questionnaire so no figures were reported.
g. No figures were reported.

counties have only a few guides while those which serve as curriculum depositories (receiving two copies of each curriculum guide produced in the state) naturally have more. Of the libraries responding to this survey four are curriculum depositories: Contra Costa, Fresno, Riverside and San Mateo. The differences in collections also are related to the goals of the individual library. Some strive to be curriculum centers where teachers may find the latest and most complete collection of curriculum guides and others maintain strictly a professional collection of books on education and the subject fields.

Table 6 does not include those different types of media that were asked about on the questionnaire because only seven libraries reported carrying them in the library. Most of the counties replied that these materials were housed in a separate audiovisual department or instructional materials center. Equipment is reported in Table 7, page 17, with an indication of the number of libraries which reported having that type of equipment. Most of the libraries also replied that media equipment was also handled by another department. Even though we talk of integration of media it seems that this is not yet the case everywhere.

All of the libraries reported circulating their professional books, but all other types of materials are restricted in at least one library. State texts can be checked out from ten libraries, but not from 12 others.

Sample texts circulate more often; 14 libraries will check them out while only six will not. Curriculum guides are restricted in only two counties while 25 circulate them. These numbers do not always add up to the same total because some counties do not have a certain type of material or did not state their circulation procedures on the questionnaire.

Table 7

Equipment Held in the Professional Library*

Number of Counties	Type of Equipment
18	Microfiche reader/reader printer
11	16mm Film projector
11	Tape recorder
10	Photo copy machine
8	8mm Film projector
7	Microfilm reader/reader printer
6	Dry mount press
5	Slide camera
3	Laminator
2	Transparency maker
1	Slide projector
1	Sony TV
1	Sound filmstrip projector
1	Spirit duplicator

* Most counties reported access to most of the equipment listed through another department.

Several counties reported having special collections. Table 8, page 18, gives a brief description for each of these. If the extent of the collection was given it is included in the description. Quite often the special collections consist of local archival documents relating to the schools in the

area. Perhaps more counties have such collections but do not consider them as special collections.

Table 8

Special Collections

Name of County	Description of Collection
Alameda	Curriculum Materials Depository, 2500 volumes. California and Alameda County History, 500 volumes.
Contra Costa	Review Books. ERIC Documents, 4,500 volumes. Microfiche (ERIC), 100,000 volumes.
Lassen	Northeast California Histories, 12 volumes.
Marin	George Revis Reading Library sponsored by PDK--15 volumes.
Mariposa	California Collection of books and study prints.
Mendocino	Local School Historical Records.
Nevada	Remedial Readers--10 per title.
Orange	Display of state adopted textbook related materials.
Riverside	Environmental Education. Early Childhood Education.
San Mateo	Family Life Education. Drug Abuse Education. Multi-Cultural Education Materials. Instructional Materials for evaluation prior to state adoption. ERIC microfiche collection.
Santa Clara	Learning Center Reports--teacher developed units, 650 volumes.
Siskiyou	Remedial Reading. Statuary Reproductions. Math/Science Lending Library
Tehama	Japanese Kit/African Kit Archives of San Francisco Unified

Facilities

Table 9, page 19, reflects the results of the survey

TABLE 9

PROFESSIONAL LIBRARY FACILITIES

Name of County	Area in square feet			Special facilities provided				
	Total Area	Tech. Proc.	Prof. Coll.	Display Lib. Bks.	Prod. Area	Conf. Rooms	Exhibit Area	State Texts
Alameda	3800	48	3750	+	-	+	+	+
Butte	3700	630	210	-	-	+	+	-
Calaveras	2300	500	300	+	-	+	+	+
Colusa	800[a]	---	---	-	-	+	-	+
Contra Costa	3200	300	3000	+	+	+	+	+
Del Norte	6000	120	224	+	+	+	+	+
Fresno	19000	2600	1320	+	-	+	+	+
Glenn	3500	60	600	-	-	+	+	+
Imperial[b]	---	---	---	-	-	+	-	+
Inyo	---	25	50	+	-	+	-	+
Lake	1131	144	12	+	-	+	+	-
Lassen	2120	288	810	+	+	+	+	+
Madera	---	---	---	+	-	+	+	+
Marin[c]	---	---	---	-	+	+	+	+
Mariposa	---	20[d]	---	-	-	+	-	-
Mendocino	---	---	---					
Mono	---	90	---	+	-	+	+	+
Monterey	8000	---	4000	-	-	-	-	+
Napa	570	15[e]	570	-	-	-	+	-
Nevada[f]	---	---	---	-	-	-	-	-
Orange	2200	143	1404	-	-	+	+	+
Plumas	1000	100	100	+	-	-	+	+
Riverside	1100	15[e]	700	-	-	+	+	+
San Bernardino[g]	---	---	---	-	-	+	-	+
San Francisco	2250	50	1155	-	-	-	+	+
San Joaquin	---	---	---	-	+	+	+	-
San Luis Obispo	1600	135	225	+	+	+	+	+
San Mateo	5000	600	1000	-	-	+	+	+
Santa Barbara	---	---	---	-	-	+	+	+
Santa Clara	1376	15[e]	688	+	-	+	+	+
Shasta	2200	720	60	-	-	+	-	-
Siskiyou	1900	475	200	+	-	-	+	-
Sonoma[h]	---	---	---	+	+	+	+	+
Tehama	---	---	---					
Tuolumne	---	---	---					
Ventura	4526	624	270	+	-	+	-	-

a. Shares facilities with the county public library.
b. Collection is shelved around the edge of the conference room.
c. Professional library collection is housed in two areas.
d. Professional collection shelved on 8 shelves.
e. Area of one desk (about 3'x 5').
f. Library is shelved in coordinator's office.
g. No separate library for professional collection at all.
h. Total area, "crowded"; technical processing area, "one tiny corner"; professional collection, "3 standing shelves."

regarding facilities. Many of the counties could not answer questions about square footage. Their reasons, when given, are listed at the bottom of Table 9.

Also shown on the Table are those counties which provide special areas for display of materials, production areas for teacher use, conference rooms, exhibits, or housing for state texts. Preview rooms for instructional materials, not necessarily 16mm films were provided by only six counties. They are: Del Norte, Lake, Mono, San Luis Obispo, Sonoma and Mariposa. In some cases the state texts are shelved in a nearby instructional materials center and not in the professional library itself. Few counties provide production areas in the professional library where teachers may come in and develop their own materials. A possible explanation may be that districts provide this type of service to their teachers and the county office of education would only be duplicating an existing service. This type of service may also be a part of an instructional materials center or curriculum lab within the county office itself, but separate from the professional library. Further research could go into the reasons for maintaining certain services at a county level and not at the district level or to investigate whether services are indeed duplicated by the districts and the counties.

Services

School library services are provided by many counties.

Table 10 lists those counties which provide school library services and the number of schools served. When viewing any of the quantitative figures given above one must keep in mind the demands placed on the library in budget, personnel and facilities by the operation of a school library service. This service influences all other services provided by the system.

Private and parochial schools receive no services at all from 24 of the counties reporting. Ten counties provide some form of service. These services are listed in Table 11, page 22.

Table 10

Counties Maintaining School Library Services

Name of County	Number of Schools	Name of County	Number of Schools
Butte	33	Mono	7
Calaveras	10	Monterey	10
Colusa	8	Napa	30
Contra Costa	3	Nevada	12
Del Norte	13	Plumas	11
Fresno	54*	San Joaquin	--
Glenn	10	San Luis Obispo	9
Inyo	15	Santa Barbara	40
Lake	4	Shasta	20*
Lassen	19	Siskiyou	24
Madera	11	Sonoma	150
Mariposa	8	Tehama	18
Mendocino	--	Ventura	55

*Number of Districts.

Members of the general public receive the services listed in Table 12, page 23, from the number of counties

listed. As can be seen from Tables 11 and 12, the service most often provided to both the general public and the private schools is the circulation of professional materials. Also provided by several libraries is phone reference service to anyone who calls or on site use of materials. Other services are provided by only one or two counties and may be based on local circumstances.

Table 11

Services Provided to Private/Parochial Schools

Number of Counties	Type of Service
6	Circulation of professional library materials.
1	Advisory services only.
1	All services if involved in county wide ESEA Title II, Phase I project.
1	Rent films at $3.60 for three days use.
1	Circulate films--payment based on a.d.a. formula.

The number of counties that reported circulation of materials to private schools in Table 11 does not correspond to that given in Table 13, page 24. Table 13 reflects the results of the question, "Who may check out materials from your library?" followed by specific categories of patrons. As can be seen from Table 13, 17 libraries stated that they circulate materials to private school teachers and administrators. This discrepancy may have been the result

of the questions themselves. The question from which Table 11 was drawn asked, "Does your library provide any services to private or parochial schools or their staffs?" This question, because of its open nature, is harder to respond to while the question specifically regarding circulation of materials to definite groups may get a more accurate response. The same may be the reason for the difference in the numbers on the Tables regarding services to the public.

Table 12

Services Provided to the General Public

Number of Counties	Type of Service
6	On site use of materials.
5	Reference service (by phone).
4	Circulation of professional materials.
3	Public may borrow books on I.L.L. from public library.
3	Textbooks may be examined in the library.
2	All services to parents of school children.
1	Organizations may rent equipment.
1	Curriculum guides may circulate.
1	Circulation of materials on cooperative basis with other libraries.
1	Community groups may use projectors.
1	Film usage.

Thirty-two out of 35 counties will circulate materials to student teachers, but only 19 will allow college or public school students to check items out. This may be seen as a result of the goals of the library. The professional library is concerned with providing the teacher with

materials and information to allow him to function better in the classroom. A student teacher as an apprentice wants materials for the same reasons as teachers, but a college or public school student would have a different purpose for using the library.

Table 13

Circulation of Materials

Number of Counties yes	no	Name of Group
36	0	Public school teachers and administrators
17	19	Private school teachers and administrators
33	3	Student teachers
19	17	College and public school students*
30	6	Other county personnel
14	22	General public

* Most counties limited circulation to college students only.

Methods of ordering materials varied. All of the libraries will accept orders for materials by phone or in person. All but three will accept mail orders. Other methods used to order materials are: requests sent by audio-visual delivery, purchase orders, or requests are sent in by a bookmobile.

All of the counties will allow a person to pick up his materials and 29 of the 36 counties will deliver materials to the patron's school and/or district office.

Fifteen libraries will mail items to the patron's school address, but only five of the libraries will mail items to the home address of the patron. Other means of delivery include inter-district messenger service and delivery by county school personnel on a regular basis.

Evening and/or Saturday hours were reported by eight counties. Table 14 lists the counties, their schedules and the staff on duty. One county reported trying evening hours, but gave it up because of lack of use. Twenty-seven libraries reported no evening or Saturday hours at all.

Table 14

Libraries With Evening/Saturday Schedules

Name of County	Hours Open	Staff on Duty
Alameda	Tues-to 7 p.m.	1 wk. prof., 2 wks, clerk
Colusa	M/F to 9 p.m. Sat. 1-5 p.m.	Loc. in Co. Library, their staff take care of professional books.
Contra Costa	M/Thurs. to 9 p.m.	1 Professional
Del Norte	Mon. 7:30 a.m. to 9 p.m.	1 Professional
Marin	M/F to 6 p.m.	1 Clerk
Orange	M/Thurs. to 9 p.m.	2 ", (by reservation)
Sonoma	W/Thurs. to 9 p.m.	1 ", 1 Professional
Tehama	M/F to 5:30 p.m.	1 clerk.

Library networks are increasing in number and six of the libraries reported membership in a network. Colusa and Plumas counties are part of the North State Cooperative

Library System through their county public libraries. Nevada County contracts with Placer County Instructional Materials Center for film services. San Luis Obispo County is a part of TIE (Total Information Exchange). San Mateo and Santa Clara Counties are part of CIN (Cooperative Information Network). CIN is a county-wide project which began in Santa Clara County in 1972 and will include San Mateo County in 1973.

One network which is rapidly becoming almost nationwide is San Mateo's Educational Resources Center and its network of contracting counties and states. Of the counties responding, 14 contract directly with San Mateo County and three receive SMERC services through the Chico PACE Center. Other counties receive ERIC materials and services through several sources. San Francisco uses the Regional Office of the U.S. Office of Education in San Francisco which provides manual and computer searches of the ERIC files. San Joaquin County receives microfiche and hard copy from the University of the Pacific. Mairposa County uses Stanislaus State College. Ventura County gets ERIC materials from the Regional Occupational Program. Contra Costa County is somewhat unique in that they have a complete collection of the ERIC microfiche and provide to their own county all of the services that SMERC provides to its contracting counties.

Libraries use several means of publicizing their services. Twenty-five libraries use a regular column or

page in their county schools bulletin to let patrons know of new materials and services. Twenty-six of the libraries use displays and 23 publish current acquisitions lists. Twelve libraries publish their own newsletters which are distributed to the librarians and/or teachers in the county. Six of these are published occasionally, four are monthly, one is quarterly and one is published twice a year.

Other methods used for publicizing library services include: special subject bibliographies, workshops and presentations, radio spot announcements and news releases.

Chapter 3

SUMMARY

The role of the professional library in California is a varied one. In some counties it is just a bookshelf in someone's office, while other counties have large well-staffed facilities. Its organization varies also. Sometimes it is a portion of a department or a fraction of someone's time.

Most counties (36 of 43 replying) have some form of professional library and the professional library was established by the California Education Code. This would lead one to assume that there is a valid reason for having a professional library, if only because it is there. This is not a logical assumption and more research should be done to determine the value of the professional library. Some form of evaluation should be devised to see if the library is meeting its objectives. Are teachers really benefitting from the library?

In the area of the budget the word is the same--diversity. Counties with a school library have larger budgets, though this is not always the case. Alameda, Riverside and San Mateo Counties all have budgets over $50,000 yet have no school library services. Somehow these counties

have found their professional library valuable enough to fund heavily.

Even within the budgets are variations of objective. Alameda County with a total budget of $59,131 spends $4,000 per year on books while Riverside County with less money, $51,750 totally, spends $7,000 on books. The differences must again relate to the objectives of the library.

In the area of personnel some standardization might occur in the titles and job descriptions for the positions. The salaries will be different based on the cost of living in different areas of the state, but clarification of the duties and responsibilities of the various categories of personnel would be beneficial.

Materials collections reveal the same trend. Supplementary texts are as high as 6,700 volumes in one county and non-existent in others. All of these differences are reflected in every area of the survey.

This report has attempted to describe the current state of the professional library in California. It can be summed up in one word--varied.

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BIBLIOGRAPHY

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APPENDIXES

A P P E N D I X E S

A - The Questionnaire

B - The Cover Letters

C - List of People Surveyed

COUNTY OFFICE OF EDUCATION

PROFESSIONAL LIBRARY SURVEY

1. What was your total annual budget for the 1972-73 fiscal year?_____
   Please break this down into its parts. See suggested areas below:

Personnel/salaries	$_____
Book Budget	$_____
Magazines/memberships	$_____
Equipment	$_____
Supplies	$_____
Other:_____	$_____
_____	$_____
_____	$_____

2. How many full time personnel are employed in your library?_____

3. Of these, how many are professionals?_____Please give the following information for each position:

Title	Education Required	Salary Range	How many people in this position

4. Of your total full time staff, how many are subprofessionals?_____Please give the following information for each position:

Title	Education Required	Salary Range	How many people in this position?

5. How many part time personnel are employed in your library?_____ How many total hours a week do they work?_____ Please give the following information for each position:

Title	Education Required	Salary Range	How many people in this position?

5. Part time personnel contd...

Title	Education Required	Salary Range	How many people in this position?

6. Please give the following information regarding materials available in your library:

Type of Material	Number of titles	Do they circulate?
Books, professional and reference		yes no
Curriculum guides		yes no
State Adopted Textbooks		yes no
Sample Supplementary Textbooks		yes no
School library books		yes no
Magazines and journals		yes no
Films (if handled in library)		yes no
Filmstrips		yes no
Slides		yes no
Microforms		yes no
Records, tape recordings		yes no
Study prints/art prints		yes no
Models and kits		yes no
Other:		yes no
		yes no
		yes no

7. Which of the following types of equipment does your library have:

Type of equipment	How Many	Do they circulate?	Is there a charge? If so, how much?
Film projector		yes no	
8mm Film loop projector		yes no	
Photocopy machine		yes no	
Microfiche reader or printer		yes no	
Microfilm reader or printer		yes no	
Phonograph		yes no	

7. Equipment contd...

Type of Equipment	How many?	Do they circulate?	Is there a charge? If so, how much?
Tape recorder/player		yes no	
Dry mount press		yes no	
Laminator		yes no	
Lettering kits/sign making machine		yes no	
Transparency maker		yes no	
Slide/filmstrip camera		yes no	
other:		yes no	
		yes no	
		yes no	

8. Does your library have any special collections? yes no
If yes, please describe briefly below the subject area and extent of the collection:

_____

_____

_____

_____

9. Give the approximate square footage for your library:_____. Of this, give the approximate square footage for technical processing of books:_____. Please give the approximate square footage devoted to housing the professional education collection:_____. Do you provide the following:

Area for display/evaluation of library books for local selection? yes no

Production area for teacher use? yes no

Meeting or conference rooms? yes no

Exhibits of new materials? yes no

Area for exhibit of state adopted materials? yes no

Preview rooms? (not 16mm films) yes no

10. Does your libary provide school library services to the schools in your county?_____

If yes, please answer the following:
How many schools receive your services?_____ Do you process books for school libraries?_____ Do you circulate books to school libraries?

11. Does your library provide any services to private or parochial schools or their staffs? yes no

If yes, please briefly describe the services provided and how payment is made, if any:

_____

_____

_____

12. Does your library provide any services to the general public? yes no

If yes, please briefly describe the services provided:

_____

_____

_____

13. How may materials be ordered from your library?

By phone yes no

In person yes no

By mail yes no

Other_____

14. Who may check materials out from your library?

Public school teachers and administrators	yes	no
Private school teachers and administrators	yes	no
Student teachers	yes	no
College or public school students	yes	no
Other county personnel	yes	no
General public	yes	no

Others:_____

15. How are materials sent to the patron?

May be picked up by patron	yes	no
Delivered to district office by county film trucks	yes	no
Delivered to school by county film trucks	yes	no
Mailed to patron's school	yes	no
Mailed to patron's home address	yes	no

Other:_____

16. Are you open any evenings later than 5:00 p.m.? yes no
Are you open any Saturdays? yes no

If yes to either of the above, please give the following information:

Hours open (other than 8-5, Monday-Friday)	Number of professionals on duty	Number of subprofessionals on duty

17. Is your library a part of any network or system? yes no. If yes, please briefly describe the system, its name, membership, your library's contribution (both financial and personnel time), and the services or materials provided by the system.

18. Does your county office contract with the San Mateo County Educational Resources Center? yes no
If yes, does your county subcontract with the districts for the SMERC services? _____.

19. If your county does not contract with SMERC, do you have access to the ERIC system through another source? yes no If you do have access to ERIC, what is that source?_____ Which of the following services are provided:

Manual reference search of ERIC	yes	no	
Computer search of ERIC	yes	no	
Microfiche copies are loaned	yes	no	
Microfiche copies are given, not to be returned	yes	no	
Hard copies are provided free	yes	no	
There is a charge for hard copies	yes	no	What is the charge?_____

Other:_____
_____

20. Which of the following do you use to publicize library holdings and activities?

Column or page in the county schools newsletter yes no

Library publishes own newsletter yes no
If yes, how often is is published?_____
What is the distribution?_____

Handouts are placed in materials circulated yes no

Current Acquisitions list is distributed yes no

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20. Library publicity contd....

Displays and exhibits are set up yes no

Other, please describe: _____

_____

Enclose any samples of library publicity, newsletters, etc.

21. Do you have any suggestions for future research projects in the areas of professional education libraries or school libraries?

22. Do you have any remarks on this survey or the areas it covers?

23. Would you like a summary of this survey? yes no
If yes, it will be sent sometime in August of 1973.

THANK YOU VERY MUCH FOR YOUR TIME AND CONSIDERATION.

PLEASE RETURN IN THE ENCLOSED ENVELOPE TO:

Susan E. Choi
245 George Street #18
San Jose, CA 95110

Susan E. Choi

245 George St. #18
San Jose, California 95110
April 26, 1973

I am a graduate student in librarianship at California State University, San Jose. I have worked in and visited several different county offices of education in California and I realize that there is a very wide range of services provided by their professional libraries. For my Master's research project in librarianship I am conducting this survey of the professional library services provided by the offices of education in California. I hope to collect factual information about these services through this questionnaire and publish my paper so others may see the services California provides for its educators.

The questionnaire should be filled out by the person in direct charge of the professional library. I have tried to limit the questions to those library services for professional educators only. If the professional library and the film library (IMC) are separate administrative units, please include only that part which is concerned with professional library services. If your county provides school library services as an integral part of the professional library, include this information. If the school library service is a separate unit, please do not include information about it on the questionnaire.

I would greatly appreciate your attention and quick response to this survey. Please feel free to jot notes on the questionnaire to explain your answers, if you wish. I hope to have all completed questionnaires back by May 21, 1973. A summary of the study will be sent to you at your request.

Thank you very much for your time.

Sincerely,

Susan E. Choi

245 George St. #18
San Jose, CA 95110
June 12, 1973

The first of May I sent to your attention a questionnaire on professional library services. This was for my research paper for my master of arts degree in librarianship which I am obtaining from California State University, San Jose. I have not yet received a reply from your county.

I would appreciate it very much if you could return the questionnaire by the 22nd of June as I plan to have the survey completed and submitted by the first of July. A response from every county in the state would make the report more valuable for all county offices of education.

If for some reason you did not receive a copy of the letter and questionnaire, please write to me and I will immediately send another copy to you.

Thank you for your attention to this matter.

Sincerely,

Susan E. Choi

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Mrs. Charlette Kelly
Library Supervisor
Office of the Stanislaus County
Superintendent of Schools
801 County Center III Court
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Mrs. Janet Sadler, Librarian
Office of the Sutter County
Superintendent of Schools
146 Garden Highway
Yuba City, CA 95991

Mrs. Martha Wohletz, Librarian
Office of the Tehama County
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1055 Main Street
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Mr. Donald L. Reese, Asst. Supt.
Director of Instructional Materials
Office of the Trinity County
Superintendent of Schools
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Mr. Sabin Gray, Director
Educational Resources Center
Office of the Tulare County
Superintendent of Schools
202 County Civic Center
Visalia, CA 93277

Mr. Kenmour Spencer, Director
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Office of the Tuolumne County
Superintendent of Schools
465 South Washington
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Mr. Paul R. Crawford, Director
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Superintendent of Schools
535 East Main Street
Ventura, CA 93001

Mr. Jack L. Cooper, Director
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Superintendent of Schools
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